3.1 Claim Billing

3.1.1 Which Claim Form to Use

Claims that do not require attachments may be billed electronically using Provider Electronic Solutions (PES) software (provided by Electronic Data Systems (EDS) at no cost) or other Health Insurance Portability and Accountability Act (HIPAA) compliant vendor software.

- To submit electronic claims, use the HIPAA 837 Institutional transaction
- To submit claims on paper, use original red UB-04 claim forms available from local form suppliers

All claims must be received within one (1) year of the date of service.

3.1.2 Electronic Claims

For PES software billing questions, consult the *Idaho PES Handbook*. Providers using vendor software or a clearinghouse should consult the user manual that comes with their software.

See Section 2, General Billing Information for more information on electronic billing.

3.1.2.1 Guidelines for Electronic Claims

Provider Number

In compliance with HIPAA and the National Provider Identifier (NPI) initiative, Idaho Medicaid requires the submission of the NPI number on electronic 837 claim transactions. Idaho Medicaid recommends providers obtain an NPI for each individual Medicaid provider number. Electronic claims will not be denied if the electronic 837 Institutional transaction is submitted with the Idaho proprietary Medicaid provider number. It is recommended that providers continue to send both their Idaho Medicaid provider number and their NPI number in the 837 claim transaction.

Detail Lines

Idaho Medicaid allows up to 999 detail lines for electronic HIPAA 837 Institutional claims.

Surgical Procedure Codes – ICD-9-CM Volume 3

Idaho Medicaid allows twenty-five (25) surgical procedure codes on an electronic HIPAA 837 Institutional claim.

Four Modifiers

On an electronic HIPAA 837 Institutional claim, where revenue codes require a corresponding Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT) code, up to four (4) modifiers are allowed. (On a paper claim, only two (2) modifiers are accepted.)

Revenue codes, which are broken into professional and technical components, require the appropriate modifier. For institutional claims, the TC modifier must be submitted.

Type of Bill (TOB) Codes

Idaho Medicaid rejects all electronic transactions with type of bill (TOB) codes ending in a value of six (6). Electronic HIPAA 837 Institutional claims

with valid TOB codes, not covered by Idaho Medicaid, are rejected before processing.

Condition Codes

Idaho Medicaid allows twenty-four (24) condition codes on an electronic HIPAA 837 Institutional claim.

Value, Occurrence, and Occurrence Span Codes

Idaho Medicaid allows twenty-four (24) value, twenty-four (24) occurrence, and twenty-four (24) occurrence span codes on the electronic HIPAA 837 Institutional claim.

Diagnosis Codes

Idaho Medicaid allows twenty-seven (27) diagnosis codes on the electronic HIPAA 837 Institutional claim.

Ambulance Services

Idaho requires the following information when submitting an electronic HIPAA 837 Institutional claim for ambulance services.

- Transport code
- Transport reason code
- Transport distance
- Condition code
- Round trip purpose when the transport code is equal to X for round trip

National Drug Code (NDC) Information with HCPCS and CPT Codes

A corresponding NDC is required to be indicated on the claim detail when drug related HCPCS or CPT codes are submitted.

Electronic Crossovers

Idaho Medicaid allows providers to submit electronic crossover claims for institutional services.

3.1.3 Guidelines for Paper Claim Forms

3.1.3.1 How to Complete the Paper Claim Form

These instructions support the completion for the UB-04 Institutional billing claim form only. The following will speed claim processing:

- Provider numbers submitted on the paper UB-04 Institutional claim form must be the 9-digit Idaho Medicaid billing provider number; paper claims submitted with only the NPI will be returned to the provider; claims submitted with both the NPI and the Medicaid provider number will be processed using the Medicaid provider number only
- Complete all required areas of the UB-04 Institutional claim form
- Print legibly using black ink or use a typewriter
- When using a printer, make sure the form is lined up correctly to facilitate electronic scanning
- Keep claim form clean, use correction tape to cover errors

- A maximum of twenty-two (22) line items per claim can be accepted; if the number of services performed exceeds twenty-two (22) lines, prepare a new claim form and complete the required data elements; total each claim separately
- You can bill with a date span (From and To Dates of Service) only if the service was provided every consecutive day within the span
- Do not use staples or paperclips for attachments, stack them behind the claim
- Do not fold the claim form(s), mail flat in a large envelope (recommend 9 x 12)

See Section 3.1.3.3, Completing Specific Fields on a Paper Claim Form for instructions on completing specific fields.

3.1.3.2 Where to Mail the Paper Claim Form

Send completed claim forms to:

EDS P.O. Box 23 Boise, ID 83707

3.1.3.3 Completing Specific Fields on a Paper Claim Form

Refer to Section 3.1.3.4, Sample Claim Form, to see a sample UB-04 Institutional claim with all fields numbered. Provider questions regarding institutional policy and coverage requirements are referred to the Rules Governing the Medical Assistance Program.

The following numbered items correspond to the UB-04 Institutional claim form. Consult the 'Use' column to determine if information in any particular field is required and refer to the 'Description' column for additional information. Claim processing will be interrupted when required information is not entered into any required field.

Field	Field Name	Use	Description
1	Unlabeled Field	Required	Provider Name, Address, and Telephone Number: Enter the provider name, address, and telephone number. The first line on the claim form must be the same as the first line of the Remittance Advice (RA).
			Note: If there has been a change of name, address, phone number, or ownership, immediately notify Provider Enrollment, in writing, to update the Provider Master File.
3a	PAT. CNTL #	Desired	The patient's unique alpha-numeric control number assigned by the provider to facilitate retrieval of patient financial records.
3b	MED REC#	Desired	Medical/Health Record Number: The number assigned to the participant's medical/health record.
4	TYPE OF BILL	Required	Type of Bill: Enter the 3-digit code from the <i>UB-04</i> manual. Adjustment 'type of bill codes' are not appropriate when submitting services on paper claim forms for Idaho Medicaid billings.
			See Section 3.1.4, Type of Bill Codes.
6	STATEMENT COVERS	Required	Statement Covers Period From/Through: The beginning and ending service dates of the period included on the bill.
	PERIOD		Enter as MMDDYY or MMDDCCYY
			Administratively Necessary (AND): The From date is the month, day, and year the participant was discharged from inpatient acute level of care.
			Outpatient Claims : Outpatient claims must indicate the specific dates in Field 45 to eliminate duplicate appearing services.
			Late or Additional Charges: Inpatient claims - see Field 42 for information. Outpatient claims - see Field 45 for information.
			Accommodation Charges: Medicaid does not pay accommodation charges, or any fraction thereof, for the last day of hospital room occupancy when a participant is discharged under normal circumstances. Although there is no reimbursement for the discharge day; that date should always be entered on the claim form. This ensures that the hospital receives reimbursement for the last full day of accommodation.
			Extended Hospitalization: If a participant requires extended hospitalization and the hospital decides to send an interim claim, enter patient status code 30 in Field 17. This code tells the system that the participant is still a patient and to reimburse the hospital for the last day on the claim. Example: Claims for three (3) sequential interim bills

would have the following seque status format:	ential date and patient
Patient Days	
Claim From / To Date	Status Billed
1 01/15-01/31/04	30 17
2 02/01-02/15/04	30 15
3 02/16-02/24/04	01 8
Note: If patient status 30 is not rate formula will not balance an claim.	
Required Enter the participant's 7-digit Monumber exactly as it is given in System in this field. If your com 11-digit MID, enter a zero (0) in the eleventh (11 th) positions.	the Eligibility Verification nputer system demands an
Example: 0234567 can be ente	ered as 02345670000.
8b PATIENT Required Patient Name: Enter the participant's Median enter the last name first, follows middle initial.	dicaid ID card. Be sure to
ADMISSION DATE Required, Inpatient, Hospice, Nursing Required, Inpatient, Hospice, Street the month, day, and year facility. (This date will be the same and will not necessarily be the same field 6.	me on all submitted claims
Home Enter as MMDDYY or MMDDC	CYY
13 ADMISSION Required, Enter the 2-digit hour the particiling inpatient or outpatient care in m	
Outpatient, Hospice, Nursing Home Outpatient, Examples: Enter 01 for 1 Enter 22 for 1	10:00 a.m.
Required for inpatient claims.	
14 ADMISSION Required, Inpatient UB-04 manual. Only codes 1, 2 Medicaid.	
Required for inpatient claims.	
ADMISSION Required, Inpatient Required, codes 1 through 8 in the UB-04 not accept code 9.	
Required for inpatient claims.	
Not Required for outpatient clai	ims.
16 DHR Required, Discharge Hour: Enter the 2-dig discharged in military time.	git hour the participant was
Examples: Enter 01 for 1 Enter 10 for 1 Enter 22 for 1	10:00 a.m.
Required for inpatient claims.	
Desired for outpatient claims.	
17 STAT Required, Patient Status: Use one of the control of the co	
Required for inpatient claims.	
Not Required for outpatient clai	ims.

Field	Field Name	Use	Description
18-28	CONDITION CODES	Desired	Use the codes listed in the NUBC billing manual.
31-34	OCCURRENCE CODE/DATE	Desired	Use one (1) of the codes listed in the NUBC billing manual and enter the date of the occurrence.
35-36	OCCURRENCE SPAN	Desired	Use the date span related to the 'Occurrence Code' entered in the preceding field.
39-41	VALUE CODES AMOUNT	Required, AN Days	Value Codes and Amounts: See Section 3.5, Billing Procedures, for directions on how to bill AND.
			Covered Days: Required for inpatient claims only
			80 – Covered Days
			81 – Co-Insurance days (Cross over claims only)
			82 – Lifetime Reserve Days (Cross over claims only
42	REV. CD.	Required, Inpatient	Revenue Codes: All revenues codes are accepted by Idaho Medicaid, however, not all codes are payable.
			Revenue code 001 is no longer to be used for the total charges; the total charges are to be entered in the designated box on line 23.
			Inpatient claims (late, additional, or denied charges):
			Late or additional charges where the revenue code was not on the original claim: Bill on a new claim for only the late or additional charges with the accommodation rate and revenue code. Note in the Field 80, 'Billing for late charges'.
			Late or additional charges where the revenue code was paid on the original claim: Submit an adjustment request form with the corrected information.
			3. Bill for denied line(s) from the original claim: Bill the denied line with the accommodation rate and revenue code on a new claim. Note in the Field 80, 'Billing for denied lines'.
			Outpatient claims (late, additional, or denied charges): For instructions for outpatients billing, refer to Field 45.
44	HCPCS/RATE/ HIPPS CODE	Required, If Applicable	CPT/HCPCS/MODIFIERS/RATES: All accommodation codes require dollar amounts. CPT/HCPCS are required for all revenue codes with CPT or HCPCS notation in Section 3.5.5, Revenue Codes and Section 3.7.3, Ancillary Revenue Codes. If the code requires a modifier, put one (1) space between the code and modifier. Example: PET scans require a HCPCS code and the TC
			modifier (i.e. G0222 TC). Note: HIPPS codes are not billable to Idaho Medicaid.

Field	Field Name	Use	Description						
45	SERV. DATE	Required Outpatient	Service Dates: Required for all outpatient services. Enter the specific date of service for all charges or the claims will be denied.						
			Outpatient claims (late, additional, or denied charges):						
			 Late or additional charges outside the date span in Field 6: bill on a new claim form. Note in the Field 80, 'Billing for late charges'. 						
			Late or additional charges within the date span in Field 6 with the same revenue codes and the same specific date: submit on an adjustment request form.						
			 Late or additional charges within the date span in Field 6 with different revenue codes: bill on a new claim form. Note in the Field 80, 'Billing for late charges' 						
			4. Resubmit all denied charges on a new claim.						
46	SERV. UNITS	Required	Units of Service: Enter the total number of covered accommodation days or ancillary units of service. Units of service for accommodations must correlate accurately to the service rendered. Example: Accommodation Code = Number of days the level of service was rendered.						
			Note: It is important to put the most appropriate rate next to the related code. Do not average charges for the same code. If a participant in the hospital receives three (3) different levels of care, each must be billed on a separate line. Example: Level I = \$100 x 3 units of service Level II = \$150 x 2 units of service						
47	TOTAL	Required	Units of Service: Enter the total number of covered accommodation days or ancillary units of service. Units of service for accommodations must correlate accurately to the service rendered. Example: Accommodation Code = Number of days the level of service was rendered. Note: It is important to put the most appropriate rate next to the related code. Do not average charges for the same code. If a participant in the hospital receives three (3) different levels of care, each must be billed on a separate line. Example: Level I = \$100 x 3 units of service Level III = \$200 x 1 unit of service						
7,	CHARGES	rtoquilou							
			Revenue Code Fee						
			X Units of Service						
			Total Charges						
			Accommodation Rate Formula:						
			Daily Rate						
			X Units of Service						
			Total Charges						

In Fields **50** through **62**, each field has three (3) lines: A, B, and C. If Medicaid is the only payer, enter all Medicaid data on line A. If there is one (1) other payer in addition to Medicaid, enter all primary payer data on line A and all Medicaid data on line B. If there are two (2) other payers in addition to Medicaid, enter all primary payer data on line A, all secondary payer data on line B, and all Medicaid data on line C.

50 A	PAYER NAME	Not Required	Payer A: If Medicaid is the only payer, enter 'Idaho Medicaid' in Field 50A .
			If there is one (1) other payer in addition to Medicaid, enter the name of the group or plan in Field 50A and enter 'Idaho Medicaid' in Field 50B .
50 B	PAYER NAME	Not Required	Payer B: If there are two (2) other payers in addition to Medicaid, enter the names of the group or plan in Fields 50A and 50B and enter 'Idaho Medicaid' in Field 50C .
50 C	PAYER NAME	Not Required	Payer C: If there are two (2) other payers in addition to Medicaid, enter 1daho Medicaid' in Field 50C .

Field	Field Name	Use	Description
51 A-C	HEALTH PLAN ID	Not Required	Provider Number: Enter the 9-digit Idaho Medicaid provider number on the same line that Medicaid is shown as the payer. Enter the appropriate provider number for other insurance on the same line as that insurance is listed in Field 50 A-C .
			Example: In Field 50A , Medicare is entered as the Payer. In Field 51A , enter the identification number used by Medicare for the provider.
			Example: In Field 50B , Healthy Home Insurance Company is entered as the Payer. In Field 51B enter the identification number used by Healthy Home Insurance Company for the provider.
54	PRIOR	Required,	Prior Payments - Payers and Participant:
	PAYMENTS	If Applicable	Required if any other third party entity has paid. Enter the amount the hospital has received toward the payment of this hospital bill from all other payers including Medicare.
			Do not include previous Medicaid payments.
55	EST. AMOUNT DUE	Not Required	Estimated Amount Due: Total charges due (total from Field 47) minus prior payments (total from Field 54).
57 A-C	OTHER (BILLING) PRV ID	Required	Provider Number: Enter the 9-digit Idaho Medicaid provider number on the same line that Medicaid is shown as the payer. Enter the appropriate provider number for other insurance on the same line as that insurance is listed in Field 50 A-C .
			Example: In Field 50A , Medicare is entered as the Payer. In Field 57A , enter the identification number used by Medicare for the provider.
			Example: In Field 50B , Healthy Home Insurance Company is entered as the Payer. In Field 57B enter the identification number used by Healthy Home Insurance Company for the provider.
58	INSURED'S NAME	Desired	Insured's Name: If the participant's name is entered, be sure it is exactly as each payer uses it. For Medicaid, enter the name as it appears on the participant's Medicaid ID card. Be sure to enter the last name first, followed by the first name, and middle initial.
			Enter the participant Medicaid data in the same line used to enter the Medicaid provider data.
			Example: Medicaid provider information is entered in 50A , and then the Medicaid participant data must be entered in 58A .
59	P. REL	Desired	Patient's Relationship to Insured: See the <i>UB-04 Manual</i> for the 2-digit relationship codes.
60	INSURED'S UNIQUE ID	Not Required	Participant Identification Number: Enter the 7-digit Medicaid ID number exactly as it is given in the Eligibility Verification System in this field. If your computer system demands an 11-digit MID, enter a zero (0) in the eighth (8 th) through the eleventh (11 th) positions.
			Example: 0234567 can be entered as 02345670000.
			Enter the identification number used by other payers on the appropriate line(s).
61	GROUP NAME	Not Required	Insured Group Name: If used, Medicaid requires the primary payer information on the primary/secondary payer line when Medicaid is secondary/tertiary.

Field	Field Name	Use	Description
62	INSURANCE GROUP NO.	Not Required	Insurance Group Number: If used, Medicaid requires the primary payer information on the primary/secondary payer line when Medicaid is secondary/tertiary.
63	TREATMENT AUTHORIZ- ATION CODES	Required, If Applicable	Treatment Authorization Codes: Prior authorization (PA) number for AND, or retrospective reviews or PA number for ambulance run by EMS.
67	DX A-Q	Required	Principal Diagnosis Code: Enter the ICD-9-CM code for the principal diagnosis. Do not use E diagnosis codes.
68-73	OTHER DX	Desired	Other Diagnosis Codes: Use the ICD-9-CM code(s) describing the secondary diagnoses. Do not use E diagnosis codes.
69	ADMIT DX	Required	Admitting Diagnosis Code:
			Required for inpatient.
			Desired for outpatient claims.
			Peer Review Organization (PRO) has designated specific V codes that are not appropriate as admitting diagnoses. Consult the <i>Qualis Health Handbook</i> .
72	ECI	Desired	External Cause of Injury Code: Enter the ICD-9-CM code for the external cause of an injury, poisoning or adverse effect. This code is to be used in addition to the principal diagnosis code and not instead of. (E codes are not used on the CMS-1500 claim form for professional claims.)
74	PRINCIPAL PROCEDURE CODE/DATE	Desired	Principal Procedure Code and Date: Enter the ICD-9-CM code identifying the principal surgical, diagnostic or obstetrical procedure. Procedure date is required if procedure code is used.
74 a-e	OTHER PROCEDURE CODE/DATE	Desired	Other Procedure Codes and Dates: Enter all secondary surgical, diagnostic or obstetrical procedures. ICD-9-CM coding method should be utilized. Procedure date is required if procedure code is used.
76	ATTENDING	Required	Attending Physician Identification Number:
			The Idaho Medicaid provider number is to be entered in the fourth (4 th) (last) box after ' 76 Attending'.
			Inpatient: Enter the Idaho Medicaid provider number for the physician attending the patient. This is the physician primarily responsible for the care of the participant from the beginning of this hospitalization.
			Outpatient: Enter the Idaho Medicaid provider number for the physician referring the participant to the hospital.

78-79	OTHER	Required, Healthy Connect- ion	Other Physician Identification Number: The Idaho Medicaid provider number is to be entered in the fourth (4 th) (last) box of 78 or 79 'Other'. Required for Healthy Connections participants referred to the hospital by the primary care provider. Enter the primary care provider's 9-digit numerical referral number in Field 78 or 79 . Do not include the letters 'HC' before the number. If Field 78 is blank the information in Field 79 will populate the referral number field.								
			78 OTHER	NPI	QUAL FIRST	802222200					
			79 OTHER LAST	NPI	FIRST	803333300					
80	REMARKS	Not Required	Remarks: Enter information when applicable. For participants who have only Medicare Part A, enter 'Participant has Part A only'. Other information to be entered may include: proof of timely billing ICN, third party injury information, or no third party liability coverage.								

3.1.3.4 Sample Paper Claim Form

1				2							C	a PAT. NTL #								4 TYPE OF BILL
											R	MED. EC. #	NO		6 STAT	EMENT (COVERS	PERIOD	7	
												TEB. IAX	140.		FRO)M	Т	HROUGH		
8 PATIENT NAME	а					9 PATIE	NT ADDRESS	а												
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																OTHER PRV ID				
58 INSURED'S NAME					59 P. REL (60 INSURE	ED'S UNIQUE ID				61 G	: ROUP NA	AME				JRANCE	GROUP I	NO.	
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3-04 CMS-1450 2005 NUBC	ON	IB APPROVA	L PENDING				NUBC	National U	Uniform LIC92	13257	TI	HE CERTII	FICATION	S ON TH	IE REVERSE	APPLY T	O THIS	BILL AND	ARE MADE A F	PART HEREC